



Australian Government

Department of Climate Change, Energy,
the Environment and Water

Indigenous Protected Areas Program: New and Expanding Indigenous Protected Areas Grant Opportunity Guidelines GO6355

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Administering entity	Department of Climate Change, Energy, the Environment and Water
Enquiries:	IPA Team IPAapplication@dcceew.gov.au Questions should be sent no later than 25 September 2023
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1. Indigenous Protected Areas Program: New and Expanding Indigenous Protected Areas Process

The Indigenous Protected Areas (IPA) Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) Outcome 2.1. DCCEEW in collaboration with the National Indigenous Australians Agency (NIAA) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



The grant opportunity opens

We publish the grant guidelines on [GrantConnect](#)



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess grant suitability

We assess the applications against eligibility criteria and notify you if you are not eligible. We assess your suitability to receive a grant against the assessment criteria including an overall consideration of value with relevant money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker.



Grant decisions are made

The decision maker decides the suitability of the organisations.



We notify you of the outcome

We advise you of the outcome.



We enter into a grant agreement

We (DCCEEW or NIAA) will enter into a grant agreement with you if your application has been assessed at the conclusion of the evaluation process as suitable. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. DCCEEW and NIAA manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the IPA Program

We evaluate your specific grant activity and the IPA Program as a whole. We base this on information you provide to us and that we collect from various sources.

1.1 Introduction

These guidelines contain information for the Indigenous Protected Areas Program: New and Expanding Indigenous Protected Areas (the **Program**) grant opportunity.

You must read these guidelines before completing an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how suitability to receive a grant is considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be jointly administered by DCCEEW and NIAA.

2. About the grant program

The Program supports First Nations people to voluntarily dedicate and manage their land and sea Country for biodiversity conservation and the protection of cultural values. Indigenous Protected Areas (IPA) are recognised by the Australian Government as an important part of the National Reserve System (NRS) of Protected Areas¹, and complementary to the National Representative System of Marine Protected Areas².

There are currently 82 dedicated IPAs across Australia and 28 IPAs under consultation working towards dedication. IPAs now make up more than 50% of Australia's NRS, covering over 87 million hectares of land. IPAs also cover 5 million hectares of sea Country³.

IPAs provide significant cultural, social and economic benefits, including employment for First Nations land and sea managers, facilitate intergenerational knowledge transfer, help to maintain and reinvigorate language and culture, and support Indigenous rangers as role models engaging with youth in their communities.

This Program is funded from the Natural Heritage Trust (NHT) special account⁴. The NHT special account was established in 1997 to support environmental protection, sustainable agriculture and natural resource management.

Further information on the Program is available on the DCCEEW and NIAA websites⁵.

¹ See defined term *National Reserve System of Protected Areas* in the Glossary under section 14 of these Guidelines

² See defined term *National Representative System of Marine Protected Areas* in the Glossary under section 14 of these Guidelines

³ Data current as at 30 June 2023

⁴ See defined term *Natural Heritage Trust Special Account* in the Glossary under section 14 of these Guidelines

⁵ [Indigenous Protected Areas - DCCEEW](#) and [Indigenous Protected Areas \(IPAs\) | National Indigenous Australians Agency \(niaa.gov.au\)](#)

2.1 Objectives of the program

The Program will run over four years from 1 July 2024 to 30 June 2028.

The Program objective is to strengthen the conservation and protection of Australia's environmental and cultural values through establishing and managing IPAs. The Program also contributes to social and economic benefits for First Nations people.

This Program will establish at least 10 new IPAs and provide opportunities to expand the size of existing IPAs.

The expected outcomes of the Program are:

- Australia's NRS has increased and the condition of Australia's environment across land and sea has improved.
- First Nations people are empowered to fulfil their custodial obligations over land and sea Country and achieve environmental, cultural, social, and economic benefits.
- Enhanced collaboration between First Nations people and partners and strengthen governance for the protection, conservation and sustainable management of Australia's land and seascapes.

The Program is helping Australia meet its international environmental obligations including the Kunming-Montreal Global Biodiversity Framework⁶ (GBF) that was adopted in December 2022 under the United Nations Convention on Biological Diversity.

The Australian Government has committed to protect and conserve 30% of Australia's land (including inland waters) and 30% of our marine areas by 2030 (known as the 30 by 30 target). 22% of Australia's landmass and 48% of Australia's marine areas are currently in our protected area estate. An additional 60 million hectares is required to reach the 30% land target. The 30 by 30 target includes a focus on areas that are important for biodiversity. The Australian Government will prioritise the 10 new IPAs that will be established through this grant opportunity to help reach the 30% land target.

The Program also supports the Australian Government's National Agreement on Closing the Gap Implementation Plan, including contributing towards targets 8, 15 and 16, by supporting First Nations peoples connection to Country; and the Priority Reforms (particularly *Priority Two – Building the Community-controlled Sector*) by supporting the success of projects managed by community-controlled organisations.

Achievement of Program Outcomes will be demonstrated by Traditional Owners⁷ working collaboratively with government and non-government partners⁸ and stakeholders⁹ to protect, conserve and improve the condition of the cultural and environmental values of the IPAs. Supporting and empowering Traditional Owners to fulfil their responsibilities to care for Country improves well-being and social cohesion, provides training, education and economic opportunities such as jobs and fee-for-service activities, and maintains cultural knowledge.

This grant opportunity will not fund current IPA providers for the management of an existing IPA project (unless you are a current IPA provider seeking to expand an existing dedicated IPA).

⁶ The GBF is available here: [Kunming-Montreal Global Biodiversity Framework | UNEP - UN Environment Programme](#)

⁷ See defined term *Traditional Owners* in the Glossary under section 14 of these Guidelines.

⁸ See defined term *partner* in the Glossary under section 14 of these Guidelines.

⁹ See defined term *stakeholder* in the Glossary under section 14 of these Guidelines.

Existing IPA projects will be funded through a separate Restricted Grant Opportunity. DCCEE will publish this opportunity on the [GrantConnect](#) website.

The Program is closely aligned with the Australian Government's commitment to double the number of Indigenous Rangers by 2030, who play a critical role in managing and protecting the natural and cultural values of IPAs. The Program will focus on strengthening mutually beneficial outcomes for both IPAs and Indigenous Rangers as well as streamlining administration and reporting requirements.

The Program is closely aligned to the Threatened Species Action Plan 2022-2032¹⁰ which maps a pathway to protect, manage and restore Australia's threatened species and important natural places.

2.2 About the Indigenous Protected Areas grant opportunity

\$14.5 million (GST exclusive) in grants is expected to be available under this grant opportunity to fund IPA projects over 4 years from 1 July 2024 to 30 June 2028. The grants will support the establishment of at least 10 IPAs and to expand existing dedicated IPAs¹¹.

The total funding, the number of new IPAs and the number of existing IPAs that will be expanded will depend on the projects that apply and outcomes from the assessment process. At least 10 new IPAs will be established and expanding existing dedicated IPAs will be subject to funding availability.

2.3 Indigenous Protected Areas

An IPA is an area of land and/or sea managed by First Nations people for biodiversity conservation and the protection of cultural values, through activities such as pest plant and animal management, threatened species protection and cultural site management.

IPAs provide significant cultural, social and economic benefits for First Nations people. They provide employment for Indigenous land and sea managers, facilitate intergenerational knowledge transfer, promote the maintenance and reinvigoration of language and culture, and support Indigenous rangers as role models engaging with youth in their communities.

There are currently 82 dedicated IPAs covering over 87 million hectares of land and 5 million hectares of sea. IPAs on land are recognised by the Australian Government as an important part of the NRS, which is the network of formally recognised parks, reserves and protected areas across Australia.

There are two stages to an IPA project:

1. **Consultation Stage** - IPA projects start with a consultation stage involving discussion and planning within and between First Nations groups, partners and stakeholders with rights and interests in the area of the proposed IPA. Traditional Owners¹² in accordance with their objectives, lead the development of a management plan that considers their traditional estate as a cultural and ecological whole and outlines proposed actions to protect natural

¹⁰ See the Australian Government's [Threatened Species Action Plan 2022-2032](#)

¹¹ Refer to [Indigenous Protected Areas November 2022 \(niaa.gov.au\)](#) for the names of the 82 dedicated IPAs where land and/or sea has been dedicated as an IPA.

¹² See defined term *Traditional Owners* in the Glossary under section 14 of these Guidelines.

and cultural values. Management plans typically complement, rather than propose the replacement of existing management arrangements.

Management plans must include the relevant International Union for Conservation of Nature (IUCN) protected area category or categories¹³ under which the IPA will be managed.

Management plans also identify opportunities for IPA managers to build financial and non-financial partnerships with government and non-government stakeholders, amplifying the impact of Australian Government investment.

2. **Dedication Stage** - The IPA project moves from the consultation to the dedication stage following an informed decision by Traditional Owners and other relevant parties to dedicate an area of land/sea as an IPA and manage the area in accordance with the management plan. An IPA dedication has no impact on tenure arrangements. The following requirements must be met before the Australian Government recognises the area of the proposed IPA as a dedicated IPA:

- Formal endorsement of the management plan by the Australian Government.
- The relevant Traditional Owner representative body provides assurance that the Traditional Owners have given their *free, prior and informed consent*¹⁴ for the area to be dedicated as an IPA and managed in accordance with the management plan.
- Reasonable and due consideration of the rights and interests of all stakeholders in the relevant marine area. For example, a proposal to dedicate an IPA over an area of state waters should include letters of support from the relevant state government and industries.
- Evidence that the owners or leaseholders of land in the proposed IPA have consented to their land being included in the dedicated IPA.

An IPA dedication has no impact on tenure arrangements.

This grant opportunity aims to fund IPA projects that are capable of working towards achieving IPA dedication by 30 June 2028. If dedication is not reached, then further consultation funding for the same IPA project would be subject to a decision under a future IPA Program. The Government is yet to make a decision regarding funding of the Program beyond 30 June 2028.

Through this grant opportunity IPA consultation projects will initially be limited to consultation and planning activities until the dedication stage is achieved. Eligible consultation activities are described at Appendix B.

¹³ An internationally recognised framework that categorises the variety of protected area management types according to their management objectives: www.iucn.org/theme/protected-areas/about/protected-area-categories

¹⁴ A central element of free, prior and informed consent (FPIC) is genuine inclusion, disclosure, and respect for Indigenous Peoples' decision-making processes. The three elements (free, prior and informed) qualify and set the conditions of consent as a decision-making process. In the native title context, consent refers to the decisions made by the Traditional Owners being reached through their customary decision making processes. FPIC is not merely informing and getting consent, it is about effective and meaningful participation to ensure the best decision making for sustainable outcomes – especially where intergenerational decisions are involved. Refer AIATSIS website: AIATSIS FPIC Policy Snapshot 2020.pdf

Funding will initially be provided at the consultation rate guided by the funding model at Appendix A. IPAs that dedicate within the timeframe of this grant opportunity, will be eligible to undertake dedication activities. Eligible dedication activities are described at Appendix B and these projects will be eligible for dedication rate funding guided by the funding model at Appendix A.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹⁵.

3. Grant amount and grant period

3.1 Grants Available

\$14.5 million (GST exclusive) in grants is expected to be available through this targeted competitive grant opportunity. Grant amounts will vary depending on the complexity and scale of the activities.

A Funding Guide for this opportunity is provided at Appendix A. We will use the Funding Guide to assist us to determine a recommended grant amount to each successful application for consultation stage activities and once the IPA dedicates, they will be eligible for dedication stage activities and funding.

To further assist us in determining the recommended grant amount, you will need to provide information on new staff positions and costs, and asset needs (including vessel, vehicle and infrastructure) within the application form. You will also need to provide a map of your proposed IPA area (see section 7.1.1 of these Grant Opportunity Guidelines for more detail on the map). The Funding Guide takes into account the scope and complexity of each proposed project. You do not need to propose a grant amount in your application.

If you are applying for multiple new or expanding projects, you are required to complete a separate application form for each project.

To apply as an expansion project, you must have already dedicated land or sea within your existing IPA¹⁶. IPA projects in consultation stage, seeking to expand are not eligible to apply under this grant opportunity.

At the discretion of the Minister for the Environment and Water, any unallocated grants funds may be granted to:

- successful applicants that have applied under this grant opportunity that require additional funding at a later date,
- applicants that are ranked suitable through this grant opportunity but not initially funded.

Any entities that receive funding including those that may receive funding at a later time, must satisfy the Eligibility Criteria (section 4.1 of these Grant Opportunity Guidelines) and receive a score of more than 50%.

3.2 Grant Period

Grant projects are expected to start on 1 July 2024 and will end on 30 June 2028.

Extensions will be subject to future funding availability and decisions by the Minister for the Environment and Water and must follow any processes that are prescribed in the grant agreement.

¹⁵ [Commonwealth Grants Rules and Guidelines | Department of Finance](#)

¹⁶ Refer to [Indigenous Protected Areas November 2022 \(niaa.gov.au\)](#) for the names of the 82 dedicated IPAs where land and/or sea has been dedicated as an IPA.

4. Eligibility criteria

We cannot consider applications if they do not satisfy all the Eligibility Criteria in Sections 4.1 and 4.2 of these Grant Opportunity Guidelines (Eligibility Criteria).

4.1 Who is eligible to apply for a grant?

To be eligible you must:

- be an Indigenous organisation or an Indigenous enterprise as defined in the Glossary (see section 14). If you don't have an Indigenous Corporation Number (ICN), you must provide a statutory declaration provided by an authorised officer of the applicant, stating that your organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous enterprise has 50 per cent Indigenous ownership
- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- have an account with an Australian financial institution

and be one of the following entity types:

- a company incorporated in Australia under the Corporations Act 2001
- an Indigenous not-for-profit corporation, council or incorporated association
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated co-operative
- a registered charity or not-for-profit organisation
- an Indigenous government agency or body established under Commonwealth, state or territory legislation
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)

If applying as a not-for-profit organisation listed above, applicants must demonstrate their 'not-for-profit' status by providing one of the following:

- state or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not-for-profit character of the organisation
- legislation that demonstrates the not-for-profit nature of the organisation.

Joint applications are permitted, however, a lead organisation must be identified as the applicant and must be eligible to apply. For further information on joint applications see section 7.2 of these Grant Opportunity Guidelines.

4.2 Additional Eligibility

We can only accept applications:

- where you certify that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities

- where you certify that you do not have (at the time of certifying your application) any overdue reports, acquittals or debts associated with previous Australian Government funding that would impede your ability to achieve the objectives of your IPA project. You may be asked to supply details of your management of other Australian Government funded projects as part of the assessment process or at a later date
- letter/s of support from an entity or entities with responsibility for representing Traditional Owners of the proposed consultation area (see section 4.3 of these Grant Opportunity Guidelines).

We won't waive the Eligibility Criteria under any circumstances.

4.3 Who must provide support for applications?

Your application must include a letter of support from an entity or entities with responsibility for representing Traditional Owners of the proposed consultation area. You may provide more than one letter of support.

Letters of support should indicate support for undertaking consultation and planning activities consistent with the consultation stage of an IPA (see section 2.3 of these guidelines for detail on the level of support the Australian Government requires from Traditional Owners and other parties prior to the IPA project moving to the dedication stage).

The entity providing the letter of support should be:

- a Registered Native Title Body Corporate
- a Native Title Representative Body or a Native Title Service Provider ¹⁷
- for Victorian applicants, a Registered Aboriginal Party ¹⁸
- for Tasmanian applicants, the Aboriginal Land Council of Tasmania.

Letters of support should be no more than one page and should:

- demonstrate that the entity is a representative body for Traditional Owners, including any statutory basis for this
- indicate who the recognised Traditional Owners¹⁹ are for the proposed consultation area
- include evidence that the decision to endorse the application by the Traditional Owners was in accordance with the entity's governance framework
- support the Applicant's role in undertaking consultation and planning activities for the IPA consultation project.

If you do not include a letter of support for a component/s of the consultation area of your proposed IPA, we will remove those component/s prior to assessing your application. The removal of the component/s may impact the score assigned to your application during assessment.

4.4 Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- a non-Indigenous organisation
- an individual

¹⁷ [Native title representative bodies and service providers | National Indigenous Australians Agency \(niaa.gov.au\)](https://www.niaa.gov.au/native-title-representative-bodies-and-service-providers)

¹⁸ [Victoria's current Registered Aboriginal Parties | Victorian Aboriginal Heritage Council](https://www.vic.gov.au/victoria-current-registered-aboriginal-parties)

¹⁹ See defined term *Traditional Owners* in the Glossary under section 14 of these Guidelines

- an unincorporated association
- an overseas resident/organisation
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust provided they meet the Eligibility Requirements in section 4.1)
- an Australian, state, territory or local Government agency or body (however, an Indigenous government agency or body established under Commonwealth, state or territory legislation may apply as per section 4.1)
- seeking grant funding to support the expansion of an existing consultation IPA project where no land or sea has been dedicated as an IPA²⁰.

4.5 What qualifications, skills or checks are required?

All applicants must comply with all applicable laws if their application is successful. This includes maintaining all qualifications, permits, registrations and licences required for the lawful performance of the activity or service to be provided. This also includes mandatory Work Health and Safety requirements, and requirements for Working with Children checks, Working with Vulnerable People checks, industry licenses or registration or Australian Skills Quality Authority accreditation. Applicants must have in place a remuneration structure under which they will employ staff. The remuneration structure must align to a relevant state or nationally recognised award and/or a registered Enterprise Agreement.

5. What the grant money can be used for

5.1 Eligible grant locations and activities

To be eligible your grant project must identify an area (the consultation area) of land and/or sea that is proposed to be incorporated into an IPA.

Activities during the consultation stage of an IPA project must focus on discussion and planning processes amongst the Traditional Owners and other stakeholders in order for them to make an informed decision about the dedication of the IPA. A draft Plan of Management must be developed during this stage. See also section 2.2 for more detail on the consultation stage.

Following dedication, the IPA must be managed in accordance with the Plan of Management, endorsed by the Traditional Owners and approved by the Australian Government. Following this, on-ground work can commence. See also section 2.3 for more detail on the dedication stage.

5.2 Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on agreed project activities.

- For guidance on eligible expenditure, see Appendix B.
- We may update the guidelines on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your activity.

²⁰ Refer to [Indigenous Protected Areas November 2022 \(niaa.gov.au\)](https://niaa.gov.au) for the names of the 82 dedicated IPAs where land and/or sea has been dedicated as an IPA.

- If your application is successful, you will be required to submit annual budgets for our consideration and approval. We negotiate the annual budget against standardised budget line items used in standard NIAA funding agreements, including a breakdown of costs into major categories, including administration and audit, wages/oncosts, operational and assets.
- Not all expenditure on your activities may be eligible for grant funding. The Program Delegate²¹ makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your activities between the start date and end or completion date for your grant agreement for it to be eligible.

Commercial benefits

We support activities that could lead to commercial benefits and/or additional income (e.g. fee for service) provided they do not impact the delivery of the activities identified in the IPA's annual activity plan and is consistent with the assigned IUCN category of the IPA.

Commercial or fee-for-service activities are not required to be identified within your application. If you are successful, commercial or fee-for-service activities will need to be identified as part of your annual activity and budget planning, be endorsed by NIAA or DCCEEW, and would only apply to dedicated IPAs.

5.3 What the grant money cannot be used for

You cannot use the grant for the following activities:

- activities currently receiving, or which have previously received, funding through other Australian Government, state or territory funding initiatives or programs, or from other third parties, where those activities are fully funded by that program and/or are substantially the same
- activities that duplicate work undertaken by Australian, state, territory or local government bodies
- purchase or transfer costs of land or buildings, including housing, land rates and levies
- costs incurred prior to the grant agreement start date or after the grant agreement end date
- costs incurred in the preparation of a grant application or related documentation
- activities outside of Australia (with the exception of International Travel as described in Appendix B of these Grant Opportunity Guidelines)
- activities inconsistent with the objectives of the Program, the IPA management plan, if one is in place, or the assigned IUCN category/s (see section 2.1 of these Grant Opportunity Guidelines)
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on natural, historic or Indigenous cultural heritage.

²¹ See defined term *Program Delegate* in the Glossary under Section 14 of these Grant Opportunity Guidelines

6. The assessment criteria

You must address Assessment Criteria 2-5 in the application form. You should provide evidence to support your answers. The application form displays character limits and table rows limits for answers. We will assess your application based on points given to Assessment Criteria 1-5 (see below). To be considered for funding, your application must score at least 50 per cent against each assessment criterion.

Criterion 1 – Geospatial and environmental analysis of values (30%):

Criteria 1 will consider the potential for the IPA project to protect, conserve and improve the condition of Australia's terrestrial and marine environment, with a focus on biodiversity. The application form does not ask questions that relate to Criterion 1. DCCEEW will use geospatial and environmental data that relates to the area indicated on the map that you submit with your application (see section 7.1.1 of these Grant Opportunity Guidelines and the application form for more information).

The geospatial and environmental analysis will consider:

- Condition of habitat within the proposed IPA.
- How the proposed IPA contributes to the conservation and recovery of nationally listed threatened species, ecological communities and migratory species, World Heritage Areas and National Heritage Listed places, Ramsar wetlands and the Commonwealth marine environment.
- How the proposed IPA contributes to the Threatened Species Action Plan 2022-2032.
- For terrestrial IPAs, how the proposed IPA will contribute towards the target to protect and conserve 30% of Australia's landmass by 2030. This includes consideration of how the proposed IPA will:
 - protect areas of particular importance for biodiversity
 - increase protection in under-represented bioregions and sub-bioregions,
 - help achieve a comprehensive, adequate, representative, well-connected and resilient NRS²².
- For IPA proposals that include sea Country, how the proposed sea Country will complement Australia's National Representative System of Marine Protected Areas including increasing the Indigenous management of Commonwealth marine areas and each provincial and/or mesoscale bioregion represented.

Criterion 2 – What are the environmental and cultural values of the proposed IPA? (25%):

Criterion 2 requires you to show that you have knowledge of the environmental and cultural values of your proposed IPA and the capacity to manage or mitigate threats to these values.

You must demonstrate this by describing:

- your understanding of the environmental and cultural values and significance of the proposed IPA area, and the key threats to those values
- how your proposed IPA will protect important biodiversity areas and increase resilience to extreme events and climate change
- the strategies or management actions that you plan to undertake to protect the environmental and cultural values and manage the threats
- relevant environmental plans and research that could assist you in developing/updating the IPA management plan (if applicable)

²² For more detail on the National Reserve System of Protected Areas, see [Strategy for Australia's National Reserves System 2009-2030](#).

- how Indigenous knowledge and western science will be integrated into the IPA management plan and the ongoing management of the IPA

Criterion 3 – Governance, capacity and capability (15%):

Criterion 3 requires you to show that you understand what is involved in the establishment and/or ongoing management of an IPA.

You must demonstrate this by describing:

- proposed governance arrangements for the project, including the roles of Traditional Owners
- the process and procedures to be used to record and share Indigenous Cultural and Intellectual Property
- how the risks associated with the project, including work health and safety risks, will be managed
- your capacity, skills and experience to effectively manage the project, and how you will measure the success of the project in achieving the Program objectives, including any monitoring and evaluation activities
- how you will create or maintain partnerships that could assist in delivery of the project, including development of the IPA Plan of Management.

Letters of support must be provided by existing or proposed partners and will be considered in the assessment of this criterion.

Criterion 4 – Cultural, social and economic outcomes (15%)

Criterion 4 requires you to describe how you plan to engage Traditional Owners and the local First Nations community and deliver a range of sustainable cultural, social and economic outcomes.

You must demonstrate this by:

- outlining how, through this project, you will engage and involve Traditional Owners and the local Indigenous community to deliver cultural, social and economic outcomes.
- Outlining opportunities to increase employment for First Nations people (including First Nations women) that could be leveraged through this project.

Criterion 5 – Stakeholder engagement (15%)

Requires you to describe how you plan to engage with stakeholders with rights and interests in the IPA consultation area to get their support for and involvement in the management of a dedicated IPA.

You must demonstrate this by:

- identifying stakeholders with rights and interests in the IPA consultation area.
- describing how you will engage with stakeholders to build support for a dedicated IPA and how you will involve them in the management of a dedicated IPA.

Any letters of support provided by stakeholders will be considered in the assessment of this criterion.

7. How to apply

Before applying, you must read and understand these guidelines, the application form and the sample Head Agreement.

These documents will be available at GrantConnect²³. Any alterations and supplements²⁴ will be published on GrantConnect and by registering on this website, the applicant will be automatically notified on any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- complete the application form and sign the declaration form
- provide all the information requested
- address all Eligibility Criteria and Assessment Criteria 2-5 (noting Criterion 1 will be complete by DCCEEW)
- include all necessary attachments, noting that hyperlinked material or information will be excluded from the evaluation
- submit your application to ipaapplication@dcceew.gov.au by 5:00pm AEDT on 6 October 2023 noting that:
 - applications must be submitted via email, posted applications will not be accepted
 - applications must be submitted as a PDF document.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should contact us immediately at ipaapplication@dcceew.gov.au or by calling 1800 920 528. We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application within five working days.

DCCEEW will hold an information session webinar regarding the grant opportunity following the release of the grant guidelines.

If you need further guidance around the application process or would like to register your interest in the information session, contact us at ipaapplication@dcceew.gov.au or by calling 1800 920 528.

²³ <https://www.grants.gov.au>

²⁴ Alterations and supplements include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

7.1 Attachments to the application

We only request attachments that will be used in the selection process, such as those that help us to determine eligibility of an applicant or assist in assessing the application.

Attachments that must be provided with your application include the following:

- letter/s of support for your application from an entity or entities with responsibility for representing the Traditional Owners of your proposed consultation area, as set out in section 4.3 of these Grant Opportunity Guidelines
- a map of your proposed consultation area, as set out in section 7.1.1 of these Grant Opportunity Guidelines
- evidence of your not-for-profit status (where applicable) as set out in section 4.1 of these Grant Opportunity Guidelines
- for joint (consortia) applications letter/s of support from partners, as set in section 7.2 of these Grant Opportunity Guidelines
- trust deed (where applicable)
- if you do not have an Indigenous Corporation Number (ICN), a statutory declaration stating that your organisation is at least 51% owned or controlled by Indigenous persons or the Indigenous enterprise has 50% Indigenous ownership.

Attachments that may be provided with your application:

- a letter of support from the relevant joint management board or equivalent if the consultation area of your proposed IPA overlaps with a protected area being jointly managed with First Nations people,
- letter/s of support for your application from stakeholders with an interest or rights in your proposed consultation area,
- letter/s of support for your application from existing or proposed project partners and neighbours, and
- copies of any current agreements giving you and/or Traditional Owners management or access rights to any areas in your proposed consultation area.

Each letter of support should be no more than one page – additional pages will not be considered – and include:

- details of the supporting organisation or individual,
- how they are relevant to the proposed consultation area,
- why they support the IPA project, and
- what role they might have in the project, if any.

You must attach supporting documentation to the application form in line with the instructions provided within the application form. You should only attach the requested documents listed above. We will not consider attachments or information in attachments that we do not request. For example, we will not consider draft IPA management plans or any other management plans attached to your application.

There is a 2MB size limit for each attachment. DCCEE's information technology system is not capable of receiving applications that exceed 14MB and any applications above this limit will not be received. You can submit documents in multiple emails.

7.1.1 Map

You must submit a detailed map of your proposed IPA consultation area in the format requested on the application form. On the map you must clearly identify each parcel of land within the proposed IPA area and its tenure and ownership, where relevant, or your map should be zoomed in and

accurate enough to allow DCCEEW's spatial analysts to identify, for example, different property parcels from our data on land tenure.

Maps can be submitted early, ahead of lodgement of the application to seek confirmation of format. If you require assistance with your map, please contact ipaapplication@dcceew.gov.au.

7.2 Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Australian Government. The lead organisation must meet all eligibility requirements. Other members of the group are not required to meet eligibility requirements.

The application must identify all other members of the proposed group and include a letter from each of the partners. Letters from partners to a joint application differ from those provided by other supporters identified in section 7.1. Each letter should include:

- details of the partner organisation(s),
- an overview of how the partner organisation(s) will work with the lead organisation and any other partner organisations in the group to successfully complete the project,
- an outline of the relevant experience and/or expertise the partner organisation(s) will bring to the group,
- the roles/responsibilities of the partner organisation(s) and the resources they will contribute (if any), and
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3 Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. No extensions will be provided. We cannot accept late applications unless you were unable to submit your application due to a technical issue.

If you are successful, we expect you will be able to commence your grant activity on 1 July 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Published on GrantConnect	10 weeks
Assessment of suitability	6 weeks
Approval of outcomes of selection process	4-6 weeks
Negotiations of new contracts	4-6 months
Earliest start date of grant activity	1 July 2024
End date of grant activity	30 June 2028

7.4 Questions during the application process

If you have any questions during the application period, contact us at ipaapplication@dcceew.gov.au or by calling 1800 920 528.

We will respond to emailed questions within three working days. If necessary, we will update information on GrantConnect.

8. The grant selection process

8.1 Assessment of grant applications

We will first review applications against the Eligibility Criteria (section 4 of these Grant Opportunity Guidelines). This may include review by an eligibility panel consisting of Commonwealth employees from DCCEEW and/or NIAA. All Australian Government officials will be required to perform their duties in accordance with the [CGRGs](#)²⁵.

Only eligible applications will move to the next stage.

We consider eligible applications through an open competitive grant process.

If eligible, we will then assess applications against Assessment Criteria 1 - 5 (see section 6 of these Grant Opportunity Guidelines) and against other applications. We will consider applications on their merits, based on:

- how well it meets the criteria
 - how it compares to other applications
 - whether it provides value with relevant money²⁶.

Applications are not required to meet all of the items specified for each Assessment Criterion.

However, applications that meet many or all of the items are likely to be assessed more favourably. To be considered for funding, applications must score at least 50 per cent against each Assessment Criterion, as these represent best value for money.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s to be achieved in providing the grant, and
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the objective and outcomes.

8.2 Who will assess grant applications?

An assessment team will assess each application on its merit and compare it to other eligible applications and assign each application with a score.

The assessment team will be made up of Australian Government employees who have training, expertise and technical specialisation as required. We may ask external experts to inform the assessment process. All experts and Australian Government officials will be required to perform their duties in accordance with the [CGRGs](#)²⁷.

²⁵ [Commonwealth Grants Rules and Guidelines | Department of Finance](#)

²⁶ See Glossary under section 14 of these Guidelines for an explanation of the term *value for money*

²⁷ [Commonwealth Grants Rules and Guidelines | Department of Finance](#)

The assessment team may seek additional information about you or your application. They may do this from within the Commonwealth, even if the sources are not nominated by you as referees. The assessment committee may also consider information about the application that is available through the normal course of business. For example, the assessment team will undertake a due diligence assessment on your organisation to check, if the organisation has any outstanding acquittals or debts with the Commonwealth.

A draft Assessment Summary Report will be developed and will include a list of recommended projects and their scores, ranked highest to lowest along with outcomes of the due diligence assessment and a recommended funding amount for each successful project.

8.3 Moderation Panel

A Moderation Panel (Panel) will be established to review the draft Assessment Summary Report and make recommendations to DCCEEW to inform their recommendations to the Minister for the Environment and Water about which applications should be approved for funding.

The Moderation Panel will consist of senior officials from DCCEEW and NIAA, and independent First Nations expert/s.

In making their recommendations, the Panel will review the draft Assessment Summary Report considering:

- the risk profile of individual projects, including outcomes of due diligence undertaken by DCCEEW and NIAA
- any inconsistencies or contradictions in the application identified through the assessment process
- projects assessed as having a score of less than 50 percent of the points available for any individual criteria.

The Panel will also consider the following factors when making recommendations:

- how the project will contribute to the 30 by 30 target (see section 2.1 for description on 30 by 30 target)
- geographical spread of projects across Australia
- variety of organisation sizes (small, medium and large)

The Panel may vary rankings or recommended grant amounts set out in the draft Assessment Summary Report as a result of its review.

8.4 Who will approve grants?

The Minister for the Environment and Water, in consultation with the Minister for Indigenous Australians, decides which grants to approve taking into account DCCEEW recommendations and the availability of grant funds for the purposes of the grant Program.

The Minister's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

At the discretion of the Minister (or delegate), additional funding made be made available for consultation IPA projects during the contract negotiation stage.

There is no appeal mechanism for decisions to approve or not approve a grant.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

9.1 Feedback on your grant applications

If you are unsuccessful, we will give you an opportunity to receive feedback. A request for individual feedback should be made to the department within 20 days of being notified of the outcome by responding to the email. We will respond to your request for feedback in writing within 20 days.

10. Successful grant applications

10.1 Grant Agreement

If you are successful, you must enter into a legally binding grant agreement with the Commonwealth. We will use a Commonwealth standard agreement.

Each agreement has general terms and conditions that cannot be changed. Sample grant agreements and its schedule are available on GrantConnect.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your grant activities before you have an executed grant agreement, you do so at your own risk.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

You may request changes to the grant agreement. However, we will review any required changes to these details to ensure they do not impact the grant as approved by the Minister.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2 Specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

10.3 How we pay the grant

The grant agreement will state the maximum grant amount to be paid. If you incur extra costs, you must meet them yourself.

DCCEEW and NIAA will administer the payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the grant project.

10.4 Grants Payments and GST

Where applicable, payments will be [Goods and Services Tax \(GST\)](#) Inclusive unless certain exceptions set out in the GST legislation apply. Subject to those exceptions, we will add GST to your grant payment and issue you with a [Recipient Created Tax Invoice](#).

Unless otherwise indicated, all figures quoted in grant documentation will be GST exclusive.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#).²⁸ We do not provide advice on your particular taxation circumstances.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect as required by Section 5.3 of the [CGRGs](#).

We may also publish a national map showing the location of approved grants. Further, the spatial data you provided as part of your application will form part of our corporately maintained dataset of on-ground investments in environmental protection and restoration activities. This dataset is currently for internal departmental use only to assist, for example, future eligibility assessments.

12. How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your grant project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your grant and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports in line with the grant agreement. We will provide templates for these reports. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed grant project milestones and outcomes
- expenditure of the grant.

We will monitor progress by assessing reports you submit and may conduct site visits or request records to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

We will only make grant payments when we receive satisfactory reports.

You must discuss any reporting delays with us as soon as you become aware of them.

²⁸ <https://www.ato.gov.au/>

12.3 Audited Financial acquittal report

We may ask you to provide an independently audited financial acquittal report at the end of each financial year (for example, in circumstances where progress reports identify potentially high or low underspends). A financial acquittal report will verify that you spent the grant in accordance with the grant agreement.

12.4 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, either DCCEEW, NIAA or you can request a variation²⁹ to your grant agreement including:

- changing key performance indicators or milestones
- extending the timeframe for completing the grant project (with Program Delegate approval)
- changing project activities
- reducing funding.

If either DCCEEW, NIAA or you want to propose changes to the grant agreement, the instigating party must put its concerns, issues and proposed changes in writing before the grant agreement end date. You should not assume that a variation request will be successful. DCCEEW and/or the NIAA will consider your request based on factors such as:

- how it affects the grant project outcome
- consistency with the Program policy objectives and any relevant policies of DCCEEW and/or NIAA
- changes to the timing of grant payments
- availability of Program funding.

All decisions to vary a grant agreement must be mutually agreed between you and DCCEEW and/or the NIAA before a variation is provided for the parties to execute.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

12.5 Compliance visits and record keeping

We may visit you during or after the completion of your grant activity to review your compliance with the grant agreement. We may also inspect, copy or remove and retain the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.6 Evaluation

We will evaluate the Program to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the Program was in achieving its outcomes. We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

²⁹ All grant agreements include relevant National Indigenous Australians Agency contact details for requesting grant agreement variations

13. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs³⁰.

13.1 Enquiries and feedback

[DCCEEW's Suggestions, compliments and complaints](#) process applies to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to ipaapplication@dcceew.gov.au.

If you do not agree with the way DCCEEW has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with DCCEEW.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or Program. There may be a conflict of interest, or perceived conflict of interest, if DCCEEW's staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of the Moderation Panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant Program.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform DCCEEW in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the Australian [Public Service Code of Conduct \(section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the DCCEEW's website [Home - DCCEEW](#).

³⁰ Insert footnote

13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on [GrantConnect](#) as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by DCCEEW would breach an Australian Privacy Principle as defined in the Act.

13.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Moderation committee and other Commonwealth employees and contractors to help us manage the Program effectively
- employees and contractors of DCCEEW and NIAA so we can research, assess, monitor and analyse our programs and activities

- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary, and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing at FOI@dcceew.gov.au.

14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the Public Governance, Performance and Accountability Act 2013
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
applicant	an entity who is applying under the program and who may enter into a formal grant agreement with the National Indigenous Australians Agency if their application is successful
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
Coastal environment	refers to mangroves, saltmarshes, saltflats, seagrass beds, beaches, dunes, estuaries, intertidal mudflats, gulfs, bays, coastal wetlands, coastal lakes, coastal lagoons and land adjoining those features including headlands and rock platforms
commencement date	the expected start date for the grant activity
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act
Commonwealth Grants Rules and Guidelines (CGRGs)	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	the expected date that the grant activity must be completed and the grant spent by
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
DCCEEW	means the Commonwealth Department of Climate Change, Energy, the Environment and Water
decision maker	the person who makes a decision to award a grant
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> under which relevant money³¹ or other Consolidated Revenue Fund (CRF) money³² is to be paid to a grantee other than the Commonwealth; and which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

³¹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³² Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Indigenous Cultural and Intellectual Property	<p>Refers to Indigenous Australians rights to their heritage. Heritage consists of the intangible and tangible aspects of the whole body of cultural practices, resources and knowledge systems developed, nurtured and refined by Indigenous people and passed on by them as part of expressing their cultural identity.</p> <p>These rights include:</p> <ul style="list-style-type: none"> • Right to protect traditional knowledge and sacred cultural material • Right to ensure that traditional laws and customary obligations are respected, particularly when money is made from ICIP • Right to be paid for use of ICIP, particularly if it has been used in a way which is inconsistent with traditional laws or without the community's permission • Right to full and proper attribution or naming of the community connected with the ICIP • Right to prevent insulting, offensive and misleading uses of ICIP in all media • Right to control the recording of cultural customs and expressions, and language which may be essential to cultural identity, knowledge, skill and teaching about Indigenous culture. <p>Refer: https://www.artslaw.com.au/information-sheet/indigenous-cultural-and-intellectual-property-icip-aitb/ and https://www.terrijanke.com.au/our-culture-our-future</p>
Indigenous enterprise	<p>An entity with at least 50 per cent Indigenous ownership, as outlined in the Indigenous Procurement Policy.</p> <p>Refer: www.niaa.gov.au/resource-centre/indigenous-affairs/indigenous-procurement-policy</p>
Indigenous organisation	<p>refers to an organisation with at least 51 per cent Indigenous ownership and/or at least 51 per cent controlled by Indigenous Australians (29-5, <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> and part 2, regulation 6 of the <i>Corporations (Aboriginal and Torres Strait Islander) Regulations 2017</i>).</p>
land	<p>refers to any area of Australia on the landward side of coastal waters (coastal waters as defined in s.227 of the Environment Protection and Biodiversity Conservation Act 1999 are: (a) the part or parts of the territorial sea that are: (i) within 3 nautical miles of the baseline of the territorial sea; and (ii) adjacent to that State or Territory; and (b) any marine or tidal waters that are inside that baseline and are adjacent to that State or Territory but are not within the limits of a State or that Territory). It includes all inland waters such as rivers and lakes.</p>

Term	Definition
Management plan and sectoral plan	<p>An IPA management plan is a key document that expresses the management aspirations of Traditional Owners for an IPA, identifies the IPA's natural and cultural values, assesses the threats to the values, and outlines a management approach to conserve the values. An IPA management plan also identifies opportunities for IPA managers to build financial and non-financial partnerships with government and non-government stakeholders.</p> <p>An IPA sectoral plan sits under the management plan and provides detailed information on how IPA managers propose to conserve a value or manage a threat. Typical sectoral plans include weed management plans, threatened species management plans and fire management plans.</p>
Natural Heritage Trust special account	is the Natural Heritage Trust of Australia Account that is established under the Natural Heritage Trust of Australia Act 1997
National Reserve System of Protected Areas	The National Reserve System is Australia's network of protected areas. It protects examples of our natural landscapes and native plants and animals for future generations. It is made up of reserves owned by Commonwealth, state, territory and local governments, Indigenous lands and protected areas run by non-profit conservation organisations, through to ecosystems protected by farmers on their private working properties.
National Representative System of Marine Protected Areas (NRSMPA)	The NRSMPA is a national system of marine protected areas which aims to contain a comprehensive, adequate and representative sample of Australia's marine ecosystems. The NRSMPA consists of marine protected areas in Commonwealth, State and Territory waters and some associated intertidal areas.
NIAA	means the Commonwealth National Indigenous Australians Agency.
partner	an IPA partner is an individual or entity who makes a financial or in-kind contribution to the development or management of an IPA.
PBS Program	described within the entity's Portfolio Budget Statement , PBS programs each link to a single outcome and provide transparency for funding decisions. These high-level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities.
Program delegate	A senior Australian Government executive with responsibility for the program

Term	Definition
Provincial and mesoscale bioregions	<p>are large marine areas that have similar types of plants, animals and ocean conditions. Australia's marine environment is divided into 41 provincial bioregions in waters deeper than 200m, and 60 mesoscale bioregions in waters shallower than 200m.</p> <p>Provincial bioregions: https://www.dcceew.gov.au/sites/default/files/env/resources/2660e2d2-7623-459d-bcab-1110265d2c86/files/map1-pb.pdf</p> <p>Mesoscale bioregions: https://www.dcceew.gov.au/sites/default/files/env/resources/2660e2d2-7623-459d-bcab-1110265d2c86/files/map2-msb.pdf</p>
sea	refers to any marine area that does not fall within the definition of land in these guidelines
Sea country	refers to areas of sea and/or coastal environment that Aboriginal and Torres Strait Islander groups are particularly affiliated with through their traditional lore/law and customs.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.
stakeholder	an IPA stakeholder is an individual or entity with rights and interests in the area of a proposed or dedicated IPA.
Traditional Owners	<p>means a local descent-based group of Indigenous persons with responsibility for caring for country.</p> <p>Where a native title determination has been made, it means the Registered Native Title Body Corporate.</p> <p>Where a statutory grant of land rights has been made, it means the representative entity for that grant.</p> <p>Where an authorised Area Agreement and accompanying registered Indigenous Land Use Agreement has been negotiated, it means the native title group or representative body for that agreement area.</p>
value with money	value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.

Appendix A. Funding Guide

Approximately \$14.5 million in grants is available under the New and Expanding IPA grant Opportunity.

In the application form you will be asked to provide information on new positions and costs and asset needs. We will use the information in your application, together with the budget guide below, to assign a recommended grant amount to each application. This will also take into account the scope and complexity of each proposed project and we will obtain information on this from your application.

Applicants should use the following detail to estimate the level of funding for the project at the consultation and subsequent dedication stage. We will use each Applicant's funding estimation for guidance only. Actual funding provided will be determined by taking into account total funding available under the Program.

Budget Guide

Annual Funding/Loading Allocation	IPA Consultation Projects	IPA Dedicated Projects
Standard Base Rate (Wages and on-costs)	\$174,128 (1.5 FTE)	\$116,085 (1 FTE)
Stakeholder and land tenure complexity	\$25,000 (high) or \$45,000 (very high)	\$25,000 (high) or \$45,000 (very high)
IPA size contribution	n/a	See table below
Capacity loading	Up to \$30,000	Up to \$30,000
Establishment costs (one-off payment)	Up to \$100,000	n/a
Dedication Ceremony (one-off payment)	n/a	\$20,000 for IPA dedicated after 1 July 2024
Remoteness (based on the Australian Bureau of Statistics Standard Geographical Classification Remoteness Structure: Remoteness Areas Australian Bureau of Statistics (abs.gov.au))	n/a	5.95% (outer regional) or 10.5% (remote) or 15% (very remote) of the sum of the above amounts Standard Base Rate, Complexity and IPA size contribution.
TOTAL	Sum of above	Sum of above

NB: These figures are annual amounts per IPA projects unless specified as one-off payment.

Principles of the funding model:

- **Two stage funding model:** there will be two separate funding models for consultation and dedicated IPA projects. Dedicated IPAs seeking to expand their IPA **may** be considered for additional funding to undertake consultation activities. If a project moves from the consultation stage to the dedication stage, the project is eligible for the dedicated funding amounts.
- **Self-determination:** the funding model for dedicated activities, provides flexibility to allow grantees to self-determine how they spend their funds based on their own unique scope and priorities.
- **Operating environment:** considers the operating environment within which IPAs operate by providing loadings for remoteness, complexity size.

Consultation and Dedication stages:

A standard base rate is applied to consultation stage and dedication stage projects to provide funds to manage and co-ordinate activities, including planning, reporting, consultation, on ground works (dedication stage), and communication with Traditional Owners and partners.

IPA contribution to the IPA estate:

Every dedicated stage project receives a loading based on the area (hectares) added to the IPA estate (including terrestrial and sea country). IPA grantees can choose to spend this funding on workforce or on-ground activities. This is summarised in Table 2, below.

Consultation stage projects do not attract this loading.

IPA Dedicated Projects		
Size Category	Size (ha) of the IPA	Amount (FTE equivalent)
1	0-10,000	\$58,043 (0.5)
2	10,000 – 100,000	\$87,064 (0.75)
3	100,000 – 500,000	\$116,085 (1)
4	500,000 – 1,000,000	\$232,170 (2)
5	1,000,000 – 4,000,000	\$290,213 (2.5)
6	4,000,000 – 7,000,000	\$406,298 (3.5)
7	7,000,000 +	\$464,340 (4)

Stakeholder and Land Tenure Complexity:

A complexity loading may be applied to consultation stage and dedication stage projects that demonstrate they are complex. Complex projects may involve consultation with a number of diverse stakeholders, existence of different types of land tenure, a large number of Traditional Owners, or any other complexities that may present barriers to their project.

The loading is a fixed amount.

There are two levels of complexity with corresponding loadings:

- **Complex projects** - will receive a loading of \$25,000 (GST exclusive)
- **Very complex** - will receive a loading of \$45,000 (GST exclusive)

Projects not deemed complex will not receive a complexity loading.

Establishment loading:

Consultation IPAs will be eligible for a one-off establishment fee of up to \$100,000 to support the consultation process. This funding may be made available at the discretion of the Minister (or delegate) for consultation IPA projects during the contract negotiation stage. This funding may be used for infrastructure and assets as provided in section 5.2 of these Grant Opportunity Guidelines, expertise to support plan of management development and additional administrative support to establish the consultation IPA.

Infrastructure expenses will need to be approved by DCCEEW and NIAA. The Commonwealth will register an interest in vehicle or large asset purchases.

Capacity Loading

A capacity loading will be provided to the organisation where they are managing a single IPA project.

IPA projects that are managed by an organisation that are managing multiple IPA projects (new and existing) will not receive a capacity loading.

Other factors we will take into consideration when determining funding amount

- Is the proposed project a new IPA or is it a proposal to expand an existing dedicated IPA?
- Are Indigenous rangers currently working in the consultation area of the proposed project?
- What land and sea management activities are currently being undertaken by the applicant in the consultation area of the proposed project?
- Has a draft or finalised IPA management plan, Healthy Country Plan or similar plan been developed for the consultation area of the proposed project?
- Is there existing land and sea management related infrastructure, equipment, tools and machinery owned by or accessible to the applicant that could be used to deliver the project?
- Are vessels and vehicles owned by or accessible to the applicant that could be used to deliver the project?
- Is the provider organisation managing other IPA or Indigenous Ranger Projects?

Appendix B: Guidance on eligible expenditure items

Eligible expenditure	Consultation Projects	Dedicated Projects
Coordinator/s – the cost of an IPA coordinator to manage the project. Note: coordinator roles may be filled by Non-Indigenous employees, but preference should be given to employment of Indigenous Australians.	✓	✓
Rangers and other staff – the cost of engaging rangers/staff to work on the IPA, consistent with the management plan and annual project plans. Note: The grant agreement will specify that all positions must be filled by Indigenous Australians.	✗	✓
Specialist positions – such as mentor, project manager, natural resource management or cultural management advisors. Note: Specialist positions may be filled by Non-Indigenous employees, but preference should be given to employment of Indigenous Australians.	✓	✓
Training – relevant to the work to be undertaken by IPA project staff	✓	✓
Technical advice or support – where this is demonstrated as important for the success of the project	✓	✓
IPA management plan and sectoral plans ³³ costs associated with the preparation of new management plans or the review of existing management plans. Costs associated with sectoral plans, for example, foreshore debris management plan, threatened species/communities management plans, pest management plans, preparation of MERI (Monitoring, Evaluation, Reporting and Improvement) plans and annual operational plans.	✓	✓
Costs associated with mapping environmental and cultural values , including coastal and underwater cultural heritage values	✓	✓
Activities related to sharing/transferring traditional ecological and cultural knowledge .	✓	✓
Costs associated with establishing the baseline condition of natural or cultural heritage values within an IPA. E.g. flora / fauna surveys, cultural heritage assessments.	✓	✓
Consultation and meetings – costs related to consultation and meetings to support the project, including the establishment of	✓	✓

³³ See defined term *management plan* and *sectoral plan* in the Glossary under section 14 of these Guidelines

IPA management and advisory committees with appropriate community and stakeholder representation.		
<p>Assets - for example vehicles, vessels, buildings</p> <p>Proponents must seek written approval from the Commonwealth for acquisition of assets of \$5000 or more in value (inclusive of GST). This includes leased assets (including buildings).</p> <p>Assets acquired with finance leases must be acquired by the funded organisation for delivery of the IPA activity at the completion of the lease period.</p> <p>Assets must remain available for delivery of the IPA activity until written approval from the Commonwealth is provided for disposal of the asset. Proceeds from the sale of assets must be returned to the IPA activity.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Consideration may be given to the lease or purchase of vehicles for IPA consultation projects where necessary for delivery of the activity. • The Commonwealth may register a personal property security interest against relevant assets. 	✓	✓
<p>Transport and fuel expenses for vehicles, vessels or machinery, including but not limited to: fuel, maintenance, registration, insurance and repairs.</p> <p>Notes:</p> <p>Transport fuel and maintenance costs for IPA consultation activities will be considered where a vehicle acquisition (including leased) has been approved.</p>	✓	✓
<p>Operational Costs: materials, equipment, tools, machinery, pesticides and similar items required for management activities including associated costs such as lease fees; registration and insurance; repairs and maintenance; storage.</p>	✗	✓
<p>Major capital/construction expenditure</p> <p>Heavy plant and equipment must be commensurate with the needs of the project.</p> <p>Note: purchasing major capital/construction will be considered on a case-by-case basis and must be approved by DCCEE/NIAA.</p>	✗	✓
<p>Domestic travel – travel costs to support visits to other protected areas and attendance at IPA managers' meetings and relevant conferences, workshops and training</p>	✓	✓
<p>International travel</p> <p>Note: consideration will be given to supporting international travel costs on a case-by-case basis</p>	✓	✓

Administration and audit expenses - may include administration costs for the project. E.g. office equipment and supplies; fees for professional services such as accountants and lawyers; insurance costs; bank fees and charges; other project related administration expense Note: should not exceed 15 % of total annual budget. Consideration may be given for up to 20% on a case-by-case basis.	✓	✓
Community events – where this will clearly contribute to community participation in the project and knowledge transfer of project outcomes	✓	✓
Dedication event - costs associated with holding an event acknowledging the dedication of an IPA. Note: This is a one-off payment	✗	✓
On ground/on-sea activities such as pest plant or animal management, foreshore debris removal, cultural site management, sea patrols, fire management.	✗	✓
Minor works such as signage, where it relates to the conservation or management of places	✗	✓
Maintenance of trails, firebreaks and infrastructure such as fencing and sheds/boatsheds and jetties	✗	✓
Permits or approvals – where these are essential for a project related activity.	✗	✓
Promotion of traditional language – such as translation services to translate Plans of Management or maps or other relevant documents into traditional language.	✓	✓